

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1357 **TITLE:** FINANCIAL SPECIALIST IV **GRADE:** S-29

DEFINITION:

Under limited direction, serves as the fiscal manager responsible for development and oversight of a highly complex agency-wide budget and fiscal operation; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions within the Financial Specialist IV class perform management level budget and fiscal work.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Prepares or oversees the preparation of large, complex agency budget;
Directs all budgeting, purchasing, and payment activities for the agency;
Oversees development and implementation of fiscal management and accounting procedures for the agency;
Coordinates and oversees audit processes;
Prepares grant proposals and reports;
Ensures compliance with all applicable Federal, State and County regulations and procedures.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Extensive knowledge of the principles, methods, and practices of governmental budgeting and financial management;
Thorough knowledge of intergovernmental financial management, grant management and contract management;
Ability to plan and implement activities in order to ensure effective and efficient utilization of resources.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
Graduation from an accredited four-year college or university with a bachelor's degree in accounting; OR a bachelor's degree in business administration or related field that has been supplemented by at least 6 credit hours of basic accounting principles and concepts; PLUS Five years of professional-level in finance, business administration, budgeting, or contract management, to include 2 years of supervisory experience. A Master's degree in a related field or CPA may substitute for 1 year of experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of employment and periodically thereafter, as determined by the department head. An applicant or an employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency; Applicants and employees within these positions must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED:	February 2, 2010
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